



*United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk*

Career Opportunity # 06-03

Position: Chief Deputy Clerk

Location: Milwaukee, WI

Starting Salary: \$71,388 to 123,139 (Classification Level 30, 31 or 32)

Closing Date: Open until filled; however, preference will be given to applications submitted by February 6, 2006

This is a full-time position in the Bankruptcy Clerk's Office that will report to the Clerk of Court. The Chief Deputy Clerk will be responsible for the supervision and management of significant functions in the clerk's office. The specific areas of responsibility may include (and may not be limited to) case processing, financial administration, budget statistical reporting records maintenance, security, property management, procurement and information technology. The Chief Deputy will participate in development, implementation and refining of office policies, procedures and programs to enhance the productivity of the entire court. Such participation may be as the primary leader or reviewer of the function in question. The Chief Deputy also supports the Clerk and management team in analyzing and revising organizational structure, establishing schedules, priorities and deadlines for completion of work assignments and special projects.

Representative responsibilities include:

- S consult with and make recommendations to the Clerk and work groups regarding court; policies, procedures, staffing decisions and other issues affecting the court;
- S assign, coordinate and establish performance expectations and evaluation processes;
- S participate in and/or lead the development and maintenance of automated systems and new technologies to support the business of the court;
- S monitor procedures for assuring adherence to internal controls;
- S [serve as liaison to the Bankruptcy Bar to develop local rules, and electronic filing events;](#)
- S advise attorneys and litigants on procedural matters related to filing pleadings; and,
- S ensure compliance with appropriate policies and procedures.

Minimum Qualifications:

At least six years of documented progressively responsible success in professional settings, a thorough knowledge of management principles, and an understanding of electronic databases.

A candidate must demonstrate experience in and/or the ability to:

- S manage multiple people and projects with competing resource requirements;
- S select, develop, train, and manage a professional staff;
- S understand electronic case docketing systems;
- S communicate well in writing (e.g., drafting and revising reference manuals and policies); and,
- S communicate well orally (e.g., to explain and support office policies).

Completion of a bachelor's degree from an accredited college or university (preferably in public administration, business administration or a related field). Relevant work experience may be considered as substituting for completion of a bachelor's degree.

Court Preferred Qualifications:

Completion of graduate study in public administration, management, law or a closely related field.

Academic training and/or documented experience in project management.

A working knowledge of the federal judicial system.

Experience in applying automation and technology solutions to improve business practices.

Information for Applicants:

- S The U.S. Bankruptcy Court is a part of the judicial branch of the United States Government.
- S The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. This job announcement may involve filling more than one position described herein.
- S This position will require occasional travel within the United States.
- S The final candidate is subject to an FBI background check.
- S The court is an equal opportunity employer.
- S Qualified persons are invited to submit a resume, a narrative explaining their management philosophy, personal leadership style, and a detailed example of a significant achievement in their career to:

Janet Medlock
Administrative Assistant to the Clerk
517 East Wisconsin Avenue, Room 126
Milwaukee, WI 53202
414 297-3291 x3041
http://www.wieb.uscourts.gov/hr4i/jobs4i/jobs4i_index.htm